

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - February 25, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
General Support Services					
3036	Accounting	Assistant Controller		10/15/2012	\$ 75,143.00
3253	Human Resources	Administrative Assistant	CR, CL	2/11/2013	\$ 14.49
3278	Human Resources	Records Information Systems Technician	CR - NEW	2/25/2013	\$ 18.55
Justice					
3211	Advocate	Advocate	CL	12/24/2012	\$ 40,531.00
3213	Advocate	Advocate	CL	12/24/2012	\$ 40,531.00
3212	Advocate	Investigator		12/24/2012	\$ 20.47
Department of Planning and Economic Development					
3218	Credit and Finance	Economic Development Specialist		2/4/2013	\$ 19.49
3129	Real Property - Site: San Simon	Maintenance Supervisor		11/19/2012	\$ 47,004.00
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		11/26/2012	\$ 51,883.00
3237	Child Welfare	Billing Technician		1/14/2013	\$ 15.22
3274	Child Welfare	Human Services Investigation		2/19/2013	\$ 24.94
3003	Community Health Services	Billing Technician		11/19/2012	\$ 15.22
3226	Senior Services	Cook	NEW	2/25/2013	\$ 11.32
Department of Education					
3229	Administration	Director of Education		2/4/2013	\$ 69,777.00
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3222	Early Childhood - Site: Sells	Cook Aide		12/31/2012	\$ 8.84
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3041	Higher Education	Education Assistance Specialist		2/19/2013	\$ 15.22
3009	Johnson O'Malley	Program Coordinator (Part-Time)		2/11/2013	\$ 19.49
3080	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/10/2012	\$ 12.49
3248	Recreation - Site: Hickiwan	Recreation Specialist		1/28/2013	\$ 12.49
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	\$ 12.49
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
3286	Recreation - Site: Pisinemo	Maintenance Technician	NEW	2/25/2013	\$ 11.89
Department of Water Resources					
3184	Water Resources	Hydrology Technician	CL-Re-Advertised	2/25/2013	\$ 22.05
3208	Water Resources	Hydrology Technician	CL-Re-Advertised	2/25/2013	\$ 22.05
Department of Public Safety					
3240	Office of Emergency Management	Emergency Management Administrator		2/4/2013	\$ 85,017.00
3247	Law Enforcement - Corrections	Maintenance Technician		1/28/2013	\$ 11.89
3015	Law Enforcement	Corrections Administrator		2/11/2013	\$ 85,017.00

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

San Xavier Allottees Association, Inc.

Position: Community Liaison (Part Time)

Salary: \$26,709.00 - \$40,064.00 Annually **Opening Date:** 02/25/13 **Closing Date:** Open Until Filled
Please contact SXAA Office at (520) 807-2121 for more information regarding this position.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3278

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: RECORDS INFORMATION SYSTEMS TECHNICIAN
SALARY: \$18.55 PER HOUR, PLUS BENEFITS

OPENING DATE: February 25, 2013

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Human Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs complex technical tasks relating to records management, filing, imaging and/or scanning of the Tohono O'odham Nation's records. Responsible for organizing, coordinating, maintaining, reviewing, processing, scanning, indexing, forwarding and, retrieving records. Assist in the development and maintenance of the Tohono O'odham Nation's Electronic/Manual Records Management system. This position requires extensive public contact.

SCOPE OF WORK:

MINIMUM QUALIFICATIONS:

- Associates Degree in Records Management and two years' work experience in records management, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 20 words per minute and demonstrate 70% proficiency in grammar, spelling and math.

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"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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3226

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JOB ANNOUNCEMENT

JOB TITLE: COOK

SALARY: \$11.32 PER HOUR, PLUS BENEFITS

OPENING DATE: February 25, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Senior Services

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, plans and prepares nutritious, well-balanced meals. Maintain health standards in cleanliness of food preparation areas, utensils, and equipment.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months food service industry work experience; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's Card must be obtained within three (3) months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona driver's license (No DUI's or major traffic citations within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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3286

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JOB ANNOUNCEMENT

JOB TITLE: MAINTENANCE TECHNICIAN
SALARY: \$11.89 PER HOUR, PLUS BENEFITS

OPENING DATE: February 25, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Recreation

JOB LOCATION: Pisinemo, AZ

POSITION SUMMARY: Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

SCOPE OF WORK: To provide recreational programs to service our community and youth.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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3184
3208

JOB ANNOUNCEMENT

JOB TITLE: HYDROLOGY TECHNICIAN

SALARY: \$14.85 - \$22.05* PER HOUR, PLUS BENEFITS

OPENING DATE: February 25, 2013

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. *This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Hydrology Technician level is met.*

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Water Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, accomplishes the department's objectives by providing technical and manual support in the collection, recording and processing of hydrologic data for the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and five years of work experience in a hydrological field, or an equivalent combination of training, education and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must have completed a minimum of twenty-four (24) credit hours with a grade of C or better at an accredited college. All recognized credit hours must prepare the applicant for taking the American Institute of Hydrology – Hydrologic Technician Certification Examination.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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